

CENTRAL ONTARIO WOLVES (COWHA)



Title: Treasurer

Role Type: Executive Board Member (AGM-Elected).

Member Status: Voting Member.

Term of Office: Two year term with opportunity for re-election.

Time Commitment: one 2-hour monthly Board Meeting (in person), plus work/ meetings as required.

Honorarium: \$3,500*.

* The honorarium is a token of appreciation for your volunteer efforts in supporting our young athletes. It does not necessarily correspond to the amount or value of the work performed but serves as a thank you for your dedication and contribution.

About COWHA's Board: The affairs of COWHA are managed by a Board consisting of; five AGM-elected Directors, five Board-Elected Directors, and up to ten appointed Directors at Large (non-voting). Our work is carried out individually and within Sub-Committees.

Responsibilities:

- Be a voting member.
- Keep a record of all monies received and disbursed and provide a financial statement to the Board monthly.
- Provide bank and PayPal statements and details on all transactions to Bookkeeper monthly.
- Chair the Budget Committee- track expenses per team, determine team/player budget, determine pre-skate, tryout and registration fees.
- Track and process all pre-skate, tryout and registration fees and payments in a timely manner.
- Deposit all monies in the bank, make all disbursements by cheques as directed by the Board (both in a timely manner).
- Inform VP of Business of past due registration fees. Obtain Board approval for refunds on any registration fees.
- Ensure a review engagement is complete at the end of each season and present a financial report at each AGM.
- Obtain appropriate coverage of all insurance policies for COWHA.
- Be bonded at COWHA's expense and be a signatory on the Association and Lottery accounts.
- Carry out duties as assigned by the Board, Executive Committee or the President.

Experience:

- Strong experience in financial management; budgeting, forecasting, cash flow management, financial analysis/reporting.
- Strong implementation of financial regulations, non-profit compliance requirements, and risk management practices.

Requirements:

- Shall be at least 18 years of age and not in undischarged bankruptcy.
- Shall be and remain a Member in Good Standing of COWHA throughout the term of office.

How to Apply: apply on the [Executive/Volunteer Application Page](#) on the COWHA website.